

PHILIP MORRIS MANAGEMENT CORP. INTER-OFFICE MEMO

120 PARK AVENUE, NEW YORK, N.Y. 10017-5592

TO: Records Coordinators
Philip Morris Companies Inc.
Philip Morris Incorporated
Philip Morris International
Philip Morris Management Corp.

DATE: November 9, 1995

FROM: William Lynch III

RE: Records Disposal Suspension Notice

As Records Coordinators, it is your responsibility to see that all records are managed pursuant to the Records Management Policy.

Requests for certain records, all or most of which are already subject to disposal suspension under the applicable Philip Morris Records Management Manual, were recently served upon Philip Morris Incorporated. This notice will serve to place the records described in the attachment to this memorandum under disposal suspension, to the extent they are not already under suspension, and extends to all such records whatever their media.

For purposes of this disposal suspension notice, the term "correspondence," "memoranda," "contracts," "articles," "papers," reports," "records," and "documents" as used in the attachment include all items of evidence in whatever form and by whatever means such correspondence, memoranda, contracts, records, or documents, their drafts, or their modifications may have been created or stored. Except for electronic records which must be preserved in original electronic form pursuant to previously issued disposal suspension notices dated April 6, 1994, April 21, 1994, May 4, 1994 and July 28, 1994, correspondence memoranda, contracts, records or documents in electrical, electronic, or magnetic form (such as tape recordings, cassettes, compact discs, or any information on any electronic or magnetic storage device, such as floppy diskettes, hard disks, backup tapes, CD-ROMS, optical discs, printer buffers smart cards, memory calculators, Bernoulli drives, or electronic notebooks), if any, should be retained by printing and retaining a paper copy only, in accordance with the usual retention practice for electronic records subject to each Records Management Manual's Appendix entitled *Topics Subject to Disposal Suspension*. However, records in electrical, electronic or magnetic form subject to disposal suspension that are incapable of being printed must continue to be maintained in their original electrical, electronic or magnetic form.

Records already subject to disposal suspension are listed in the Appendix entitled *Topics Subject to Disposal Suspension* in the applicable Records Management Manual and in prior

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records disposal suspension notices. Prior disposal suspension notices and the Appendix entitled *Topics Subject to Disposal Suspension* in the applicable Records Management Manual remain in effect without change.

If there is any question about whether a record is subject to disposal suspension or regarding the appropriate means or media for retention, the record should be retained in its original media pending review by the Legal Department.

Please retain a copy of this disposal suspension notice for your files and, as always, distribute this records disposal suspension notice to persons in the departments for which you have records management responsibility. If anyone receiving this disposal suspension notice has any questions, please contact me (New York x4019) in the Legal Department.

Finally, if any recipient of this disposal suspension notice has records within the scope of the attachment, please telephone me immediately to let me know (even if you may have previously sent records described in the attachment to the Legal Department).

WFL/csk

cc: T. Beane
M. Bodine
J. Chaump
D. Crawford
P. Dodd
D. Keane
H. Long
J. Mayall
M. Moore
J. Mulderig
A. Padoan
L. Pollak
S. Reich
C. Wall
R. Whidden

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